

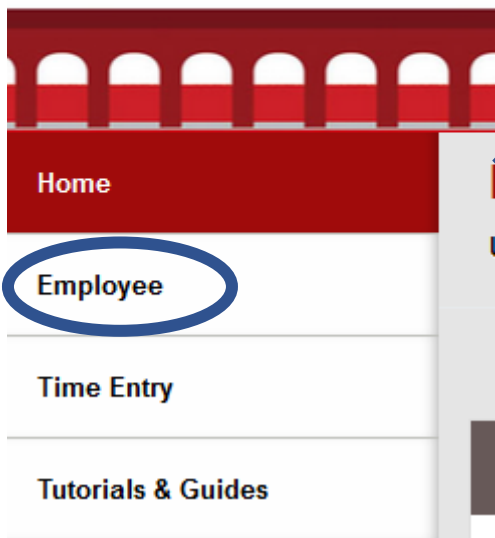
# Faculty Evaluation

# Department Head Review

## Step 2

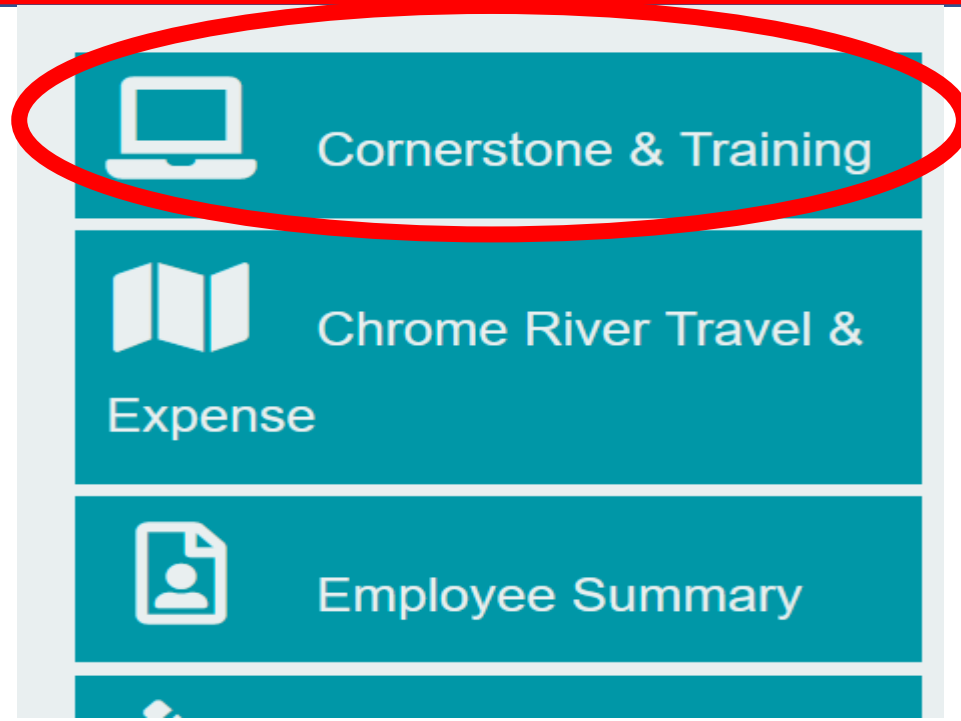
Dean will complete this step when faculty member is  
Department Head

# Login to Cornerstone



[louisiana.edu](http://louisiana.edu)

In ULINK click on  
*“Employee”* tab  
then click on  
*“Cornerstone & Training”* on the  
upper right of  
screen



# Access the Evaluation

Pending Performance Tasks will be in the Lower Left Block of Your Cornerstone Welcome Page

Pending Performance Tasks	
	Due Date
Complete Planning or Annual Evaluation Session for	7/13/2019
Complete Faculty Member Review	11/2/2019
Complete Department Head Review of Faculty Member Name	2/21/2020

Click on Evaluation to Review

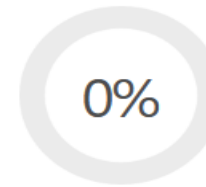
Pages  
Of the  
Review;  
Checkmark  
will darken  
when page  
is visited



- Overview
- Teaching Activities
- Research Activities
- Service Activities
- Administration Activiti...
- Summary
- Teaching Evaluation
- Research Evaluation
- Service Evaluation
- Administration Evaluati...
- Acknowledgement for ...



998970|Professor  
1/1/2020 - 12/31/2020



### Overview

Self-Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to develop further your capacity to teach and research thoroughly and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities. Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean.

### Review Step Progression

- Faculty Member Review**   
Due: 1/13/2021
- Department Head Review/Discussion /Acknowledgement**
- Dean Review and Acknowledgement**
- Faculty Member Acknowledgment**
- Provost Review**



Steps, or  
Workflow, of the  
Review

**CLICK HERE**



**Get Started**

Click “Options” on the Top Right of Page to:

- Add Attachments to the Review (Maximum of 3)
- Complete the Review Offline (Opens an Excel Spreadsheet)
- Print or Save Review as PDF

## 2020 Annual Faculty Evaluation Form



998970|Professor  
1/1/2020 - 12/31/2020

Options ▾

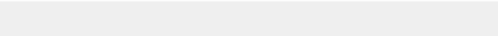
Attachments  
Complete Offline  
Upload Review  
Print Review

# Teaching Activities

Teaching Activities  
(courses that this Faculty  
Member was Indicated as  
Instructor of Record) are  
populated in this Section  
with Comments made by  
the Faculty Member

Environmental Economics SP'19 ECON 404 Sec. 001 Enrollment 14 Credit Hours 3 Lecture 3 Lab 3


Economic evaluation of natural resources and environmental economic issues and public policies that face the global economy, including the allocation, use, and preservation of renewable resources, property rights, and externalities.

Progress:  0%

Start Date: 1/16/2019

Due Date: 5/10/2019


more...

 Faculty member name(Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM


**Faculty member comments**

# Teaching Activities


B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM  
**Faculty member comments**

C. Instructional faculty development: Include seminars, workshops, discussion groups, etc.

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM  
**Faculty member comments**

D. Other

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM  
**Faculty member comments**

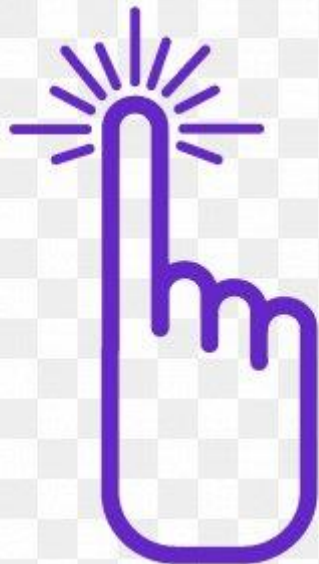
View Comments  
made by Faculty  
Member Regarding  
Overall Teaching  
Activities



Back

Save and Exit

Save and Continue



Click Here to Move to  
Next Page

# Teaching Evaluation

Indicate the percent of the faculty member's total workload that is Instructional

Percent of Workload (Instruction)

Complete the comment fields where appropriate

Section Rating

Rating: \*

Not Evaluated



Indicate your Rating for this Section (on a scale of 1-5)

Back

Save and Exit

Save and Continue

Click to Move to Next Page

Click on ? To see full rating scale

# Research Activities

View Comments  
made by Faculty  
Member Regarding  
Overall Research  
Activities

**A. Publications, papers, exhibitions, etc.:** Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.



(Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM

**Faculty member comments**

**B Presentations invited speeches, performances, etc.:** Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.



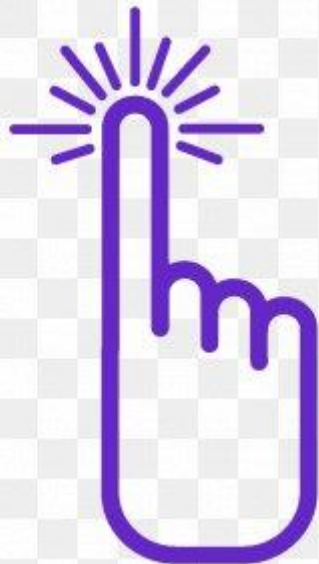
(Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:02 AM

**Faculty member comments**

Back

Save and Exit

Save and Continue



Click Here to Move to  
Next Page

# Research Evaluation

Indicate the percent of the faculty member's total workload that is Research

Percent of Workload (Research)

Complete the comment fields where appropriate

Section Rating

Rating: \*

Not Evaluated



Indicate your Rating for this Section (on a scale of 1-5)

Back

Save and Exit


Save and Continue

Click to Move to Next Page


Click on ? To see full rating scale

# Service Activities


**A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.**

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:03 AM  
**Faculty member comments**

**B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.**

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:03 AM  
**Faculty member comments**

**C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.**

 (Self) Review: 2019 Annual Faculty Evaluation Form Time: 1/22/2020 8:03 AM  
**Faculty member comments**

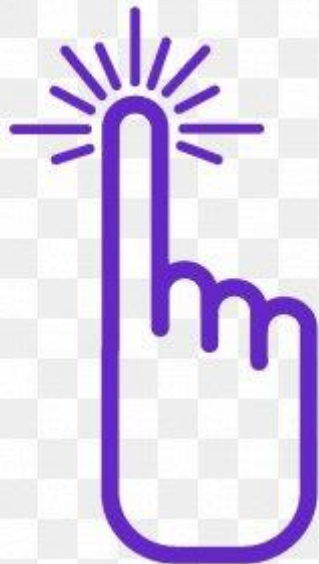


View Comments  
made by Faculty  
Member  
Regarding Overall  
Service Activities

Back

Save and Exit

Save and Continue



Click Here to Move to  
Next Page

# Service Evaluation

Indicate the percent of the faculty member's total workload that is Service

Percent of Workload (Instruction)

Complete the comment fields where appropriate

Section Rating

Rating: \*

Not Evaluated



Indicate your Rating for this Section (scale of 1-5)

Back

Save and Exit

Save and Continue

Click to Move to Next Page

Click on ? To see full rating scale



# Administration Activities

If Applicable

Faculty members with an Administrative Role within the Academic Department that is approved by the Provost will have entered information in the appropriate comment boxes

Click  To Move to Next Page

# Administration Evaluation

If Applicable

Indicate the percent of the faculty member's total workload that is Administration (if applicable)

Percent of Workload (Instruction)

Complete the comment fields where appropriate

Section Rating

Rating: \*

Not Evaluated



Indicate your Rating for this Section (scale of 1-5)

Back

Save and Exit

Save and Continue

Click to Move to Next Page

Click on ? To see full rating scale

# Summary

Enter an Overall Rating for Faculty Member based on rating for Teaching, Research, Service and Administration (if applicable)

Document overall comments when appropriate

# Arrange a Meeting with Faculty Member to discuss Evaluation



# Department Head Acknowledgement

Click Here

Department Head

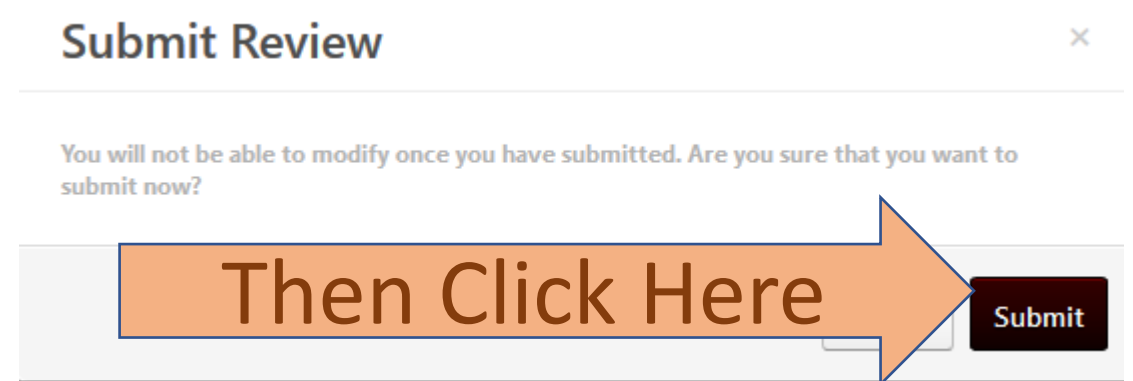
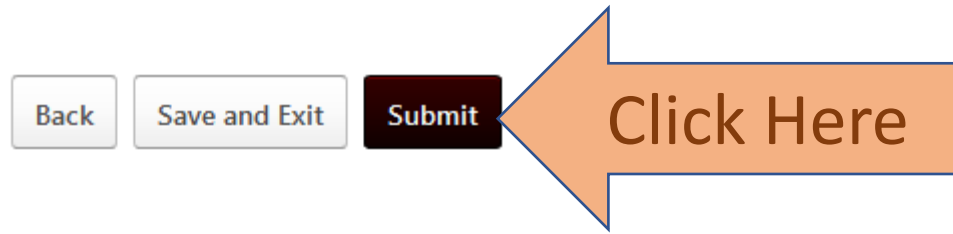
I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Then Click Here

Scroll Down to Submit

# The “Submit” button will appear when all of the Pages for this Step have been Viewed



# To View a Previously Submitted Evaluation

Click on Navigation Icon (Hamburger) in the Upper Right Corner of Cornerstone Page. Then Click on “Performance” then, “Performance Reviews”



- Home >
- Learning >
- Performance >
- Goals
- Performance Reviews
- Competency Assessment Su...
- My Checklists
- My Peers
- Development Plans
- Manage Employee Relationsh...
- To Do's
- Manage Shared and Dynamic...
- Observation Checklists
- Reports >

Launch Review

My Assigned Reviews

My Personal Reviews

Title:

Search

Show completed and expired tasks

Title

Complete Faculty Member Review

Then Click in Box

# Step 2 Complete



The Review Moves to  
the Dean's Queue

